

Date: _____

Mailing List Request Form

Directions: Fill out the appropriate information per your requirements. All account requests (both NASA and contractors) must have the approval signature of the supporting group leader. Request should be delivered to Debbie Graham/FD42.

List Manager: _____
Telephone: _____
E-mail Address: _____
NASA Org. Supported: _____
Expiration Date/Event: _____

NASA Sponsor's Name: _____
Contractor Company: _____
Initiator's Name: _____
Account Purpose (project): _____
Supervisor: _____

List Membership (how to join the list):

☐ Open

☐ Administrator Only

☐ Administrator Approval

☐ Password Restricted

Requested list name: _____

List Access (who can send mail to the list):

☐ Open

☐ Closed

☐ Protected

☐ Moderated

☐ Number Moderated

LIST DESCRIPTION (full sentences)

ACCOUNT TYPE: _____ Single-User _____ Multi-User

If multi-user account, list person responsible for account: _____

Also, list other users qualified to use this account on the back of this form.

List Manager Responsibilities

Users are responsible for the use and protection of their computer account(s) and shall not compromise the security of the system by doing any of the following:

- Sharing account (USERID) and/or password with another individual unless otherwise authorized.
- Using passwords which are personally meaningful (i.e. your name, name of spouse, etc.), or trivial passwords (i.e. MSFC, NASA, BOEING, password, etc.). All passwords should contain at least one special character (e.g. *&\$#).
- Recording your password in such a manner or location in which it can be compromised by another person.
- Installing any software that is not certified free of viruses or any contaminates into the system.
- While you are signed-on; leaving your session unsupervised or leaving your terminal with a non-authorized user.
- Managers are responsible for preventing "spam" by not publicizing the name of any open list.

Users are responsible for reporting any changes that affect their access request forms, and are responsible for reporting any suspected access control violations and complying with security regulations. Users must be US citizens.

I, _____ hereby certify that I understand, and upon the granting of access to the mailing list shall comply with the above statements.

List Manager Signature

Date

Supervisor Signature

Date